

BOARD OF GAME AND INLAND FISHERIES MEETING MINUTES
4000 WEST BROAD STREET
RICDHMOND, VIRGINHIA
JULY 28, 2005, 9:00 a.m.

PRESENT: Crumley, Davison, Montgomery, Railey, McNeely, Yates, Hazel; **ABSENT:** Randy Kozuch and Cecil Campbell, Schedule Conflict; **Deputy Secretary of Natural Resources,** David Paylor, **Legal Counsel,** Roger Chaffe, **INTERIM DIRECTOR,** W. Gerald Massengill; **SENIOR STAFF:** Ray Davis, Bob Duncan, Gary Martel, Charlie Sledd, Jeff Uerz, David Whitehurst

At 9:12 a.m., Chairman Crumley called the meeting to order. A quorum was present. Guests were welcomed. Mr. Railey read the Agency's mission statement into the record and Captain Bobby Mawyer lead the Pledge of Allegiance to the Flag.

Closed Session: At 9:15 a.m., **Mr. Hazel moved, seconded by Mr. Railey, passed unanimously, in a show of hands vote that the Board go into a closed meeting pursuant to § 2.2-3711.A.1 of the Code of Virginia for discussion or consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees or employees of the Department of Game and Inland Fisheries, specifically regarding the performance of the Interim Director, Colonel W. Gerald Massengill. (Ayes: Hazel, Railey, Davison, Montgomery, McNeely, Crumley and Yates)** Legal counsel Roger Chaffe and Deputy Secretary of Natural Resources David Paylor participated in the Closed Session discussion.

In open session at 10:35 a.m., **Mr. Hazel certified, seconded by Mr. McNeely, passed unanimously in a show of hands vote, that whereas the Board of Game and Inland Fisheries had convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act, and whereas § 2.2-3712.D of the Code requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law, now, therefore, be it resolved that the Board of Game and Inland Fisheries hereby certifies that (i) to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applied, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board. Ayes: Hazel, McNeely, Davison, Montgomery, Railey, Crumley and Yates.**

2. Public Comment: Non Agenda Items: Duane Preston, Ivor, Virginia representing Southamptons for 100% Hunting, sought clarification regarding Southampton County's authority, by local ordinance, to prohibit the use of a muzzleloader and slugs for hunting deer. He indicated that many residents of the County would like to hunt with muzzleloading rifles or shotguns within Southampton County. He questioned the enabling authority granted localities and asked if the Director was carrying out his legal requirement to enforce state law by allowing the County to exercise its legal authority, by ordinance to restrict the use of these firearms.

Dean Miller, Colonial Heights, Virginia sought simplification of the many local ordinances pertaining to hunting and the weapons allowed. He supported an ongoing legislative study pertaining to this topic.

3. Recognition of Employees and Others: Rich Goszka, President of the Virginia Game Wardens Association presented the following resolution from the Association.

Whereas Virginia Game Wardens have faithfully and professionally served the citizens of this Commonwealth for the past 100 years as one of the oldest established law enforcement officers with statewide jurisdiction; whereas the Virginia Game Wardens Association, Inc. supports the mission of the Virginia Department of Game and Inland Fisheries; whereas the Department of Game and Inland Fisheries' reputation has been damaged due to recent events and scandals; whereas the Department of Game and Inland Fisheries' Board has appointed Interim Director Colonel W. Gerald Massengill; whereas Interim Director Colonel W. Gerald Massengill's reputation is above reproach, whereas Interim Director Colonel W. Gerald Massengill is a proven and experienced leader in the law enforcement community; whereas Interim Director Colonel W. Gerald Massengill has pledged to investigate and correct the deficiencies found by the State Internal Auditor; whereas Interim Director W. Gerald Massengill has shown a willingness to support the Virginia Game Wardens Association, Inc.; whereas the Virginia Game Wardens Association, Inc. in a regular membership meeting passed this resolution; now we the members of the Virginia Game Wardens Association, Inc. have pledged our support and cooperation in assisting Interim Director Colonel W. Gerald Massengill with his mission to restore the integrity and reputation to our beloved agency, the Virginia Department of Game and Inland Fisheries.

Officer Goszka also pledged the Association's support for the Board and offered to assist it in its work to rebuild the agency's reputation.

4. Minutes of the June 23, 2005 Meeting: Draft minutes of the June 23, 2005 meeting have been posted on the Department's Web site and copies were included in the briefing materials prepared for this meeting. Chairman Crumley called for any additions or corrections to the minutes. As there were none, **Mr. Hazel moved, seconded by Mr. Railey, passed unanimously in a show of hands vote, to approve the June 23, 2005 meeting minutes as written. (Ayes: Hazel, Railey, Davison, Montgomery, McNeely, Crumley and Yates)**

5. Committee Reports: Governance Committee: Mr. Hazel, Chairman of the Governance Committee reported that a meeting was held on July 20, 2005 in Richmond. Minutes of that meeting were prepared and distributed to all members of the Board. During its work session, the Committee defined the scope of issues that need to be addressed in a governance document. David Whitehurst is the staff assistant to this Committee. The Governance Committee plans to schedule a follow-up meeting in late August and it intends to have a draft governance manual prepared for the Board's review during its September 22, 2005 meeting.

Each member of the Board received and were requested to read the “Commission Guidebook” prepared by the Management Assistance Team and the publication entitled, “Boards that Make a Difference” by John Carver .

Charles Yates, Chairman of the **Policy Committee** reported that a work session was conducted on July 27 to develop a work plan. The Committee is focusing its efforts on Board and Department policies. Current Board policies have been reviewed and needed revisions have been identified.

The Committee was advised that approximately 30 policies are being developed or revised in response to the Internal Auditor’s report and staff was commended for its progress in this effort.

The Policy Committee plans to meet on August 17, 2005, beginning at 6:00 p.m. to further its efforts to revise existing policies and to focus further on areas where new policies are needed. At that meeting, Division Directors are expected to present and discuss these two topics. Gary Martel is the staff assistant to this committee.

Chairman John Montgomery presented a report on the **Audit Committee**. He noted for the record that the function of the Procurement Committee has been combined into the Audit Committee’s role.

Mr. Montgomery reported that the Committee met with staff on July 6 and conducted a sampling review of small purchase card transactions and approved and/or found that most were appropriate and in concert with the Agency’s mission. The Committee also determined that Division Directors will be requested to attend a future meeting to review spending limits allowed on small purchase card for individual employees.

During its sampling review of transactions, the Committee found that “add-on” items have been purchased for department-owned vehicles. Because a policy is being developed by staff to address this topic, staff has been requested to delay any future purchases of these types of items until a policy has been developed and approved.

Mr. Montgomery, Chairman of the **Search Committee** reported that the Committee met on July 28 just prior to this Board meeting. The Committee has identified the traits that it feels are critical for the next individual selected as the Agency’s director. Additionally, a time line has been developed for completing the search for the next director. The Committee plans to have a new Director on the job by April 2006. The recording secretary was requested to revise and distribute the time line information to the full Board.

For the record, Mr. Montgomery reported that he has been receiving input from constituents on traits desired for the new director.

6. Briefing on Wildlife Disease Issues: Bob Duncan, Wildlife Division Director and Dr. Jonathan Sleeman, DGIF’s Wildlife Veterinarian, presented an overview of wildlife disease concerns and specific issues related to chronic wasting disease. Mr. Duncan discussed the work

and mission of the Wildlife Division and reviewed staff's efforts to research, survey and monitor the health and status of Virginia's wildlife populations.

Dr. Sleeman discussed specific wildlife diseases and the potential impact on native wildlife and humans when they are detected. Diseases discussed included duck virus enteritis, west Nile virus, rabies, tuberculosis, brucellosis, hydatid cyst disease, chronic wasting disease and others. In addition to the threat posed to the health of wildlife and humans, these diseases could cause an impact on the state's economy if transferred to native populations. Diseases can quickly spread and become established across areas.

Wildlife diseases are on the increase and this is attributed to human activities, i.e., the movement and translocation of wildlife, the feeding and baiting of wildlife and the commercialization of wildlife.

Chronic wasting disease (CWD) is of great concern due to the unknowns surrounding how it is transmitted and other significant issues. It infects elk, mule deer, white-tail and black-tail deer and moose. The disease is spreading across geographic locations and it is felt that it is transferred directly from animal-to-animal and the environment. Additionally, its potential impact to deer populations is unknown because of the disease's long incubation period.

Areas at risk for exposure to CWD include those adjacent to CWD positive wildlife, areas with concentrations of farmed or captive deer or elk, areas receiving translocated deer from current CWD infected areas, and areas that allow the importation of deer and elk carcasses.

Bob Duncan discussed the Department's management for CWD including the elimination or decrease for risk factors, a ban on interstate and intrastate importation of cervids, prohibiting intrastate movement, regulation and permit changes regarding captive cervids, public education and information on involved risks and additional regulatory action. Staff plans to request the Board to adopt regulations to ban the importation of carcasses from CWD positive areas and the implementation of a deer feeding ban. Additionally early detection and response is critical to the efforts to curtail the spread of CWD, monitoring populations through surveillance, a CWD database on collected samples, a response plan if the disease is detected, staff training, budget and grant applications, and the adoption of a strategy that is based on new research and changing situations in other states.

Mr. Duncan indicated that there is one remaining fallow deer farm in Virginia and four permitted high fence operations. He added that all illegally transported and captive cervids found in Virginia are euthanized and tested for disease.

Free-ranging elk are in Virginia as a result of stocking efforts in adjoining states. These animals are considered to be of high risk for disease potential. Additionally, staff is very concerned for the potential of disease introduction into Virginia from captive cervid populations in surrounding states.

If CWD was found in Virginia, staff's emergency response would include the establishment of a five-mile surveillance around the site and increased hunting or depopulation efforts.

Additionally staff plans to refine an emergency response authority by working with the Board, legal counsel and the state's legislature to (1) designate a mandatory CWD surveillance testing area, (2) extending deer seasons and bag limits, (3) designating CWD check stations, (4) prohibiting deer rehabbing and deer feeding, and (6) depopulation and indemnification of captive cervids.

Board members requested a copy of the Power Point presentation used for this briefing discussion. When asked why other states may be experiencing problems with increasing captive deer populations, staff responded that it could be due to a lack of Board support to prohibit such operations.

Mr. Hazel asked if staff had any concerns regarding licensed shooting preserves and suggested staff provide a future briefing to the Board on these operations.

7. Chairman's Remarks: Ms. Crumley noted for the record that the Department began its second Game Warden Training Academy on July 25. She noted that Department employees have continued to perform their jobs in a very stressful environment and the Board thanked them for their efforts and dedication.

Additionally, Board members have continued to respond to issues identified in the report of the Internal Auditor by establishing necessary committees and attending and participating in field events such as working with volunteers in a fish reintroduction event, attending the opening ceremonies of the second Game Warden Training Academy, meeting with constituent groups and their leaders, attended a fund-raising banquet with staff to show support of an educational program that is financially supported by the Department, helping the Secretary of Natural Resources to reopen and dedicate a boat ramp on the James River, and participated in a meeting with a foundation interested in acquiring two parcels of land that would be donated to the Department to benefit Virginia's citizens.

Additionally, in its new open work environment, Colonel Massengill has notified all employees that personal conversations with Board members will not have to be reported to the Director, nor will Board members be required to inform the Director about any personal conversations with employees. Additionally, a DGIF email address will be established and posted on the Department's Website for each Board member.

The Board drafted an Anti-Retaliation policy that was distributed to all members for review. An opportunity was provided for members to discuss the policy. **Mr. Railey moved, seconded by Mr. Davison, passed unanimously by a show of hands vote, to approve the anti-retaliation policy as drafted. Ayes: Railey, Yates, Crumley, Davison, Montgomery, Hazel and McNeely.** A copy of the policy was signed by each Board member.

As required by Board policy A-1-90, the full text of the Board's Anti-Retaliation Policy are included in the minutes of this meeting.

Objective and Scope: This policy affirms the Board of Game and Inland Fisheries' (the "Board") commitment to a work environment free from retaliation. It also reinforces the anti-retaliation

statements contained in various laws, policies, and Executive Orders governing agency operations. These include, as examples, anti-discrimination laws and policies; the Governor's Executive Orders on Equal Employment Opportunity and the Fraud, Waste, and Abuse Hotline; the State Employee Grievance Procedure; the Fair Labor Standards Act, and the Department of Game and Inland Fisheries Anti-Retaliation Policy. This policy applies to all agency employees and Board Members.

It is the policy of the Board to ensure that employees may engage in the complaint procedures and other protected activities allowed by law or policy without fear of retaliation.

Terms: Retaliation includes overt or covert acts of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment for participating in an activity protected by law or policy. Protected activities include: 1) filing a complaint or grievance; 2) participating in an investigation initiated pursuant to a complaint or grievance; or 3) objecting to what in good faith is believed to be a discriminatory or retaliatory action.

Retaliation also includes retaliatory threats, transfers, and other significant adverse employment actions. Petty slights or trivial annoyances alone may not be an indication of retaliation.

Complaint Procedure: Employees should report incidents of retaliation as soon as possible after the incident occurs. The Department shall maintain and enforce an Anti-Retaliation Policy that includes, as a minimum, the following:

- (1) An informal and formal complaint process;
- (2) Safeguards for maintaining confidentiality;
- (3) A safeguard against employee's having to file a complaint with the person alleged to have committed the retaliation;
- (4) Oversight by the Human Resource Manager and Executive Director; and
- (5) A summary of corrective action that may be taken.

In addition to the procedures set forth in the Department's Policy, any employee can file a complaint directly with the Board. Such complaint should be directed to the Chairman of the Audit Committee or the Chairman of the Board. The complaint shall be provided to the Audit Committee to be resolved in accordance with the Guidelines included in the Informal Procedures set forth in the Department's Anti-Retaliation

Policy: The procedures set forth herein are supplementary to those set forth in the Department's Anti-Retaliation Policy. Employees are encouraged to use the Department's procedures. The Audit Committee will be informed of all complaints, either informal or formal, under the Department's Anti-Retaliation Policy. The Audit Committee will also be informed of the resolution of all complaints. A finding of a serious violation of the anti-retaliation policy shall be reported to the Board's Audit Committee within 3 business days of such finding. The Audit Committee will treat all information provided to it under this policy as highly confidential, except as may otherwise be required by law or regulation.

In the event that the complaint involves alleged retaliation by a Board member, then the Audit Committee will appoint a member to review the circumstances and suggest either a resolution or further investigation. The investigating committee member will follow the guidelines set forth in the Department's Anti-Retaliation Policy. The Audit Committee will receive the investigating member's findings. The Audit Committee may seek further review and investigation. Once the Audit Committee is satisfied with the review and investigation, the Committee will report the results to the Board with a recommendation for such further action as may be deemed appropriate and necessary.

Corrective Action: Any Board member found to have violated this anti-retaliation policy will be asked to resign from the Board.

Approval: This anti-retaliation policy is adopted, effective, July 28, 2005. It will continue in effect until modified by state or agency policy. Signed: Sherry Smith Crumley, Board Chairman, C. Marshall Davison, First Congressional District, John W. Montgomery, Jr., Third Congressional District, Richard E. Railey, Jr., Fourth Congressional District, Will McNeely, Fifth Congressional District, Charles S. Yates, Ninth Congressional District and Jimmy Hazel, Eleventh Congressional District.

8. Director's Report: Colonel Massengill reported on a recent outreach seminar the Department conducted in Northern Virginia for the Korean-American community. Concerns have been raised by members of this community as a result of an agency conducted covert operation pertaining to illegal black bear trafficking. This outreach effort was well-attended and appeared to be well-received by the attendees. Three members of the legislature also attended the workshop. As a result of what was learned, the Department will establish an outreach committee, chaired by Larry Harizanoff, to develop a long-term strategy to allow it to address ethnic communities across Virginia and inform them about Virginia's wildlife laws and why they are necessary. The committee will be sensitive to the need for an interpreter to reach many of the non-English speaking targeted populations.

Colonel Massengill announced that the Law Enforcement Division is being reorganized for operational efficiency and to address issues and concerns within the Division that were identified by the Internal Auditor. He noted that he and Special Assistant to the Director, Ralph Figgers, have interviewed many agency employees and he has observed the internal workings of the Department. To maximize the talents of employees and meet identified needs, a new leadership team is being established within the Law Enforcement Division effective immediately.

A State Police investigation is underway to respond to allegations contained in the May 23, 2005 Internal Auditor's report on the activities of several agency employees. Colonel Massengill reported that Colonel Terry Bradbery had requested him to inform the Board that it is his intention to retire from the agency. Colonel Bradbery is currently on sick leave. Major Mike Caison has been on personal leave for several weeks, and has not indicated that he plans an immediate change in that status.

Major Mike Bise, a 27-year veteran of the agency, will become the Agency's Operations Major. Major Steve Pike, an 18-year veteran of the agency will move from Operations to the Administrations Major.

Because of special concerns and needs in the Hunter Education and Outdoors Education programs, and with a staff that is not adequate to perform this section's work, Colonel Jeff Uerz will be designated the Training Director. He will oversee all training endeavors, including the Game Wardens Training Academy, in-service training, Hunter Education and Outdoors Education. Major Mike Caison will be assigned to support the training effort and will work directly under Colonel Uerz upon his return from annual leave.

The SLAP and Covert Teams are highly trained specialists that perform specialized law enforcement operations. The two teams will be merged and put under the supervision of an existing Captain. This Captain will report directly to the Operations Major and then the Director's Office. All future operations of these units will be approved at the level of the Director's Office to insure that all specialized work and equipment are being appropriated used.

Recruitment will begin for a new Colonel for this Division and any Law Enforcement employee at the level of Captain or above will eligible to apply for this vacancy. The interview team will consist of the Director, someone from the Office of the Secretary of Natural Resources and someone from outside the agency with a rank equivalent to Deputy Chief.

Point of Sale Briefing: Virgil Kopf and Kathy Graham presented an update on the agency's effort to automate its delivery of required licenses, a process that has been under development for approximately 18 years. Currently the agency issues approximately 1.5 million pieces of paper annually to constituents and users.

With anticipated budget cuts in 2001, the Agency curtailed its automation. However, with Governor Warner's interest in automation and the formation of VITA, the effort resumed, and it was declared a major project for the State of Virginia, knowing that automation would be a costly process.

The Department was approached by WalMart Stores and entered into an agreement with them to develop a prototype to assess the feasibility of an internet based license delivery project in Virginia. This was a good model that incurred minimal cost and provided an opportunity to test equipment statewide to determine if a hunting and fishing license could be delivered to a constituent at a counter in a store. This has been a successful model to automate this process at a greatly reduced cost to the Department.

Meetings have been held with existing license agents to inform them of the planned conversion to automation. Many have shown support for this initiative while others have strongly resisted the effort.

Issues identified include (1) some agents do not want to purchase the necessary equipment (computers), and (2) the cost to purchase computers is detrimental to their business because the low commission they earn from selling licenses (\$0.50 per license as authorized by State Code).

A one-year transition is anticipated to convert from a manual to an automated process. Once automated, individual privileges will be delivered at a cost of \$0.50 per privilege.

A checkpoint is included in the agency's plan to ascertain whether or not the agency will have a fully automated license delivery mechanism in place by June 30, 2006.

Kathy Graham noted that staff has met its milestone regarding software development and point of sale is now functional. It is ready for agent use and that process will begin once the Board approves the agent agreements that will replace the manual agent application. An addendum to the agreement is the "Automatic Clearinghouse Agreement" that will allow staff to efficiently transfer license sales receipts from the agents' account to the Department's account. This will eliminate the manual reporting process.

Of existing license agents, 111 are now ready to automate; 487 agents have not responded, and 45 agents have indicated their intentions to resign once the system is automated. Manual licenses can be sold until June 30, 2006.

Training for license agents will be conducted at 10 statewide locations between August and December 2005. Additionally, a training video has been prepared and it will be sent to every license agent. The training video will also be posted on an agent information support website. With automation, the Board may be requested to adjust the license agents' fee and perhaps establish combined licenses for customer convenience.

Success measures identified by the Department's point of sale implementation staff included the completion of the development of required software and a functional system by July 18, 2005, that all existing agents wishing to continue will be enrolled by June 30, 2006, that at least 90% of historic sales volume achieved by automation will be realized 12 months after the enrollment of agents is initiated, and that 90% of the state will have coverage within a 30-minute drive time to an agent's location. Additionally, a user satisfaction survey will be distributed to agents six months after they start using the system. Staff is striving for a good or better success rating from at least 75% of the participating agents.

Ms. Graham noted that it will increase the Department's overall costs if a dual automated and manual license delivery system is operated. When fully automated, a license will be good for one year from the date of purchase, and the Board will have the authority, via enabling legislation to establish a sportsman license at a cost to be determined.

Mr. Hazel moved, seconded by Mr. Railey, passed in a 6:1 show of hands vote, to approve the automated License Agent and HCH Agreements as proposed by staff. (Ayes: Hazel, Railey, Yates, McNeely, Montgomery and Crumley. Nays: Davison). The Office of the Attorney General has reviewed the proposed outside agreements and some changes will be incorporated into the final documents.

Colonel Massengill noted for the record that an annual review of current Board policies is required. That process is underway via the work of the Policy and Governance Committees.

In follow-up to Mr. Duane Preston's request at the June 23, 2005 meeting, Charlie Sledd presented the results of staff's in-depth review of the issues raised. Legal counsel was also sought on the topic dealing with local authority under 29.1.528, the specific definitions adopted through SB 341, and the Southampton County ordinance that prohibits hunting with a muzzleloading rifle or a muzzleloading shotgun loaded with slugs.

Code section 29.1-528 grants localities the authority to prohibit hunting with certain firearms under local ordinances. Southampton County did submit its current ordinance to the Department for publication prior to May 1, 2003, and it was included in the Hunting Digest for July 2003 through June 2004.

As a result of the staff review and interpretation based on State Code, it is felt that the Southampton County ordinance is not inconsistent with the Code section that allows counties and cities to prohibit hunting with a shotgun loaded with slugs or with a rifle of a caliber larger than .22 rimfire. That is based on the definition that a muzzleloading rifle is a rifle and a muzzleloading shotgun is a shotgun. Additionally, Southampton County has not adopted an ordinance to allow the special muzzleloading season. Therefore, the restrictions on muzzleloading rifles and muzzleloading shotguns is viewed as being consistent with the County not having taken an affirmative action to have the special muzzleloading season.

Mr. Sledd commented that the Constitutional Amendment on the right to hunt and fish and harvest game is subject to law, i.e., enabling Code and Board regulations. Staff was requested to provide Mr. Preston with a copy of the prepared explanation.

Mr. Preston expressed dissatisfaction with the conclusions reached. He indicated that State Code gives localities the authority to prohibit shooting and specific definitions are used throughout Code Section 29.1

Deputy Secretary of Natural Resources, David Paylor was recognized. For the record he noted that he had just received a press release from Governor Warner regarding appointments to the Board of Game and Inland Fisheries.

Sherry Crumley was reappointed to represent the Sixth Congressional District.

William T. Green, Jr., President of Virginia Wesleyan College was appointed to represent the Second Congressional District.

C. T. Hill, Chairman, President and CEO of Suntrust Bank was appointed to represent the Seventh Congressional District.

Thomas A. Stroup, Chairman and CEO of GroupServe, Inc. was appointed to represent the Tenth Congressional District.

David Whitehurst presented an overview of the Wildlife Conservation Strategy. Over the past two years, states have been tasked by Congress and the Governor to develop comprehensive wildlife strategies. This is a new program and a national team developed guidelines for

strategies. Strategies will have to be approved by the Director of the U. S. Fish and Wildlife Service. A summary of the required eight essential elements will be provided to Board members in early August: species of greatest concern, what the associated habitats are, how the species will be monitored, what are the threats to these species, how actions to alleviate threats will be implemented, and how to manage the state's wildlife for the next 10 years. The draft report has been posted on the Department's Web site and comments are being solicited via that site. Funding for nongame programs will result from this initiative and direction will be provided as to how the funds can be spent.

At 1:00 p.m. the meeting recessed for lunch. The meeting reconvened at 1:45 p.m.

9. Financial Report. Ray Davis presented a 2005 year-end financial report and Board input was sought on preferences desired on a monthly report format. A model format was offered for consideration. He noted that Board policy requires the Department to maintain a \$4 million operating reserve.

The report contained three sections: report of revenue and financial position (cash balances in funds), report of budgeting effort and variances for each division and a report of budget changes conducted for the review period. A report of budget transactions for the Director's Office also was included.

During Board discussion, it was noted that the proposed format was too detailed. Staff was requested to include a prototype financial report with future meeting briefing materials.

Mr. Yates preferred a format by division showing the budget, expenditures to date and remaining balances by specific categories. Members requested staff to use the presented format for one more meeting.

10. Amended Meeting Schedule: In addition to the existing August 18 and October 27, 2005 scheduled meetings, an amended meeting schedule was included with briefing materials.

Mr. Montgomery moved, seconded by Mr. Hazel, passed unanimously in a show of hands vote, to amend the meeting schedule for 2005 to reflect meetings on September 22, November 29 and December 15. (Ayes: Montgomery, Hazel, Yates, Railey, Crumley, McNeely and Davison)

Board members were requested to keep the Chairman informed about all agency-related activities in which they participate so that it could be shared during the Chairman's remarks at meetings.

At 3:10 p.m., as there was no further business, **Mr. Montgomery moved, seconded by Mr. Davison, passed unanimously in a show of hands vote, to adjourn the meeting. (Ayes: Montgomery, Davison, Crumley, Railey, McNeely, Hazel and Yates)**

Respectfully submitted,

Belle Harding
Recording Secretary